# **PROVIDER INFORMATION**

· Access the Web File Transfer

Bring up the Dept of Human Services Web Page – You will find it at <a href="www.state.nd.us/humanservices">www.state.nd.us/humanservices</a>. Or click on the link above.

Locate the area that has the Provider Information and double click on the line as shown here.

# Step 2

_ogin		Clic	k on
You are entering the North Dakota DHS Services Transactions.	File Transfer System. This system allows easy online access for DHS Medical	Reg. Now	
Note: Please DO NOT use your bro the buttons provided in the applica	owser's back and forward options to navigate this application. Use ition.		_
Enter your State of North Dakota Login	ID and password to login.		
Login ID:	Need a State of North Dakota Login ID? Register Now.		
Password:	Forgot your password?		
[Cancel] [Login]			

- What is a State of North Dakota Login ID?
- Register for a State of North Dakota Login ID
- Modify your State of North Dakota Login ID information
- Change your password

# State of North Dakota Login Syster

Sign Up			
Sign Up for your State of No	rth Dakota Login ID. *Required		Enter <u>your</u> name and address.
First Name:* Last Name:* Address Line 1:*	Initial:	Suffix (Jr, Sr, III, etc.):	Enter <u>your</u> Business name, address, city state, zip, phone
Address Line 2:			number and your organizations Name/Business Name.
City :* State/Province :* Zip/Postal Code :* Country:* Phone :* Organization:	(55555)  United States of America  (111-222-3333) E	:xt.:	Enter the email address you use at your place of business.
E-Mail Address:*  Confirm Address:*  Login ID:*  Password:*  Confirm Password:*	Y	Relecting your ID and Password Your ID and password are required Tach time you Login. Tules for ID and Password	Please click here to read the rules for your id and password before you proceed.
Security Question 1:*  Security Answer 1:*  Security Question 2:*  Security Answer 2:*	S v c	desetting your Password. Security questions will be used to serify your identity and allow you to hange your password.  Example:  Question 1: Favorite Color  Answer 1: Blue	
Cancel Create Login			
Once you have filled out each of the security questions and answers Click on Create Login	reset you v questions y please make	uld forget your password or need you will be asked by ITD Support the ans you have selected as your security que see sure you do not forget the answers	swers to the 2 uestions so

## State of North Dakota Login Syste

#### **Email Confirmation**

An email message was sent to: sobleb@state.nd.us

To complete the creation of your Login, please confirm your email address by following these steps:

- 1. Please check your mailbox, it may take a few minutes to receive the message.
- Click on the link in the email message.You will be returned to the State of North Dakota Login ID Confirmation page.
- 3. Enter your password to confirm your Login.

**Reminder:** You will be asked for your password every time you login to the system. If necessary, write *j* down and keep it in a safe place.

This email is covered in steps 5, 6 and 7.

Please Remember Your

Password!

If you need assistance with your State of North Dakota Login, please contact support.

When you open your email you will see an email from idtsecur. Open up this email.

### Step 5

itdsecur

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State of North Dakota Login ID - Electronic Mail Confirmation

### Step 6

Thank you for registering for your State of North Dakota Login ID.

The registration process requires the confirmation of your email address. To confirm your email address, click on the following link and enter your State of North Dakota Login ID password.

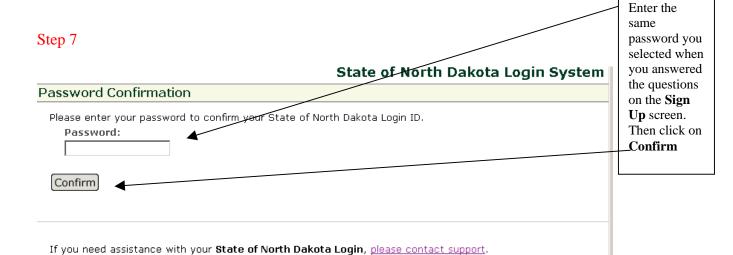
https://secure.apps.state.nd.us/itd/ldap/confirmpassword.htm?id=049066115108101101&rp=%2Fdhs%2Fmmisft%2Fpublic%2Fmain.htm

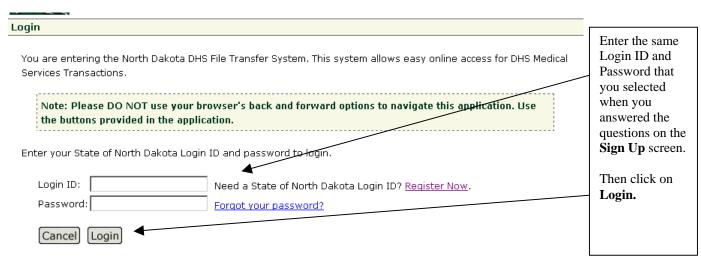
Double click on this link.

Your State of North Dakota Login ID is: Blees1

If you are not able to click on the link above, please follow the copy/paste instructions below.

If you need assistance, please contact support by email at itdsecur@state.nd.us < mailto:itdsecur@state.nd.us>



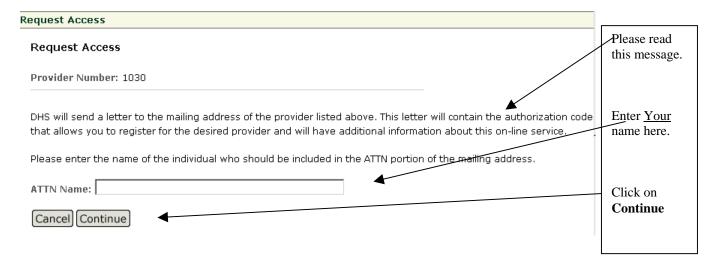


- What is a State of North Dakota Login ID?
- Register for a State of North Dakota Login ID
- . Modify your State of North Dakota Login ID information
- Change your password

If you need assistance with your State of North Dakota Login, please contact support.

#### Request/Register Authorization Code Enter the Primary Request Access to the DHS File Transfer System provider number you used when you In order to use this online service, you must request access on behalf of a provider. This access is controlled through the use of a Authorization Code. filled out the Web . If you already have received an Authorization Code for your provider, please enter your Provider Number and File Transfer Authorization Code to complete your registration. Registration • If you do not have an Authorization Code for the provider and the provider is not already registered for this or Form or the line service, enter the Providers Identification Number assigned by the State of North Dakota and select "Requ an Authorization Code". Electronic Data Interchange (EDI) Note: If the provider is already registered to this on-line service, you must obtain the Authorization Code from a documents. registered individual of that provider. Click on Request Providers Number : an Authorization Code Authorization Code: Request an Authorization Code. Continue If you do not wish to request an authorization code, you can loqout now.

### Step 10



#### Login

You are entering the North Dakota DHS File Transfer System. This system allows easy online access for DHS Mec Services Transactions.

Note: Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application.

Enter your State of North Dakota Login ID and password to login.

Login ID: Need a State of North Dakota Login ID? Register Now.

Password: Forgot your password?

Cancel Login

- · What is a State of North Dakota Login ID?
- · Register for a State of North Dakota Login ID

When you receive your authorization letter in the mail, then open up the Human Services web site.

www.state.nd
.us/humanser

.us/humanser vice Click on the

Click on the link that says
Access to the
Web File
Transfer.

Enter your Login Id and Password

Click on Login

### Step 12

#### Request/Register Authorization Code

### Request Access to the DHS File Transfer System

In order to use this online service, you must request access on behalf of a provider. This access is controlled through the use of a Authorization Code.

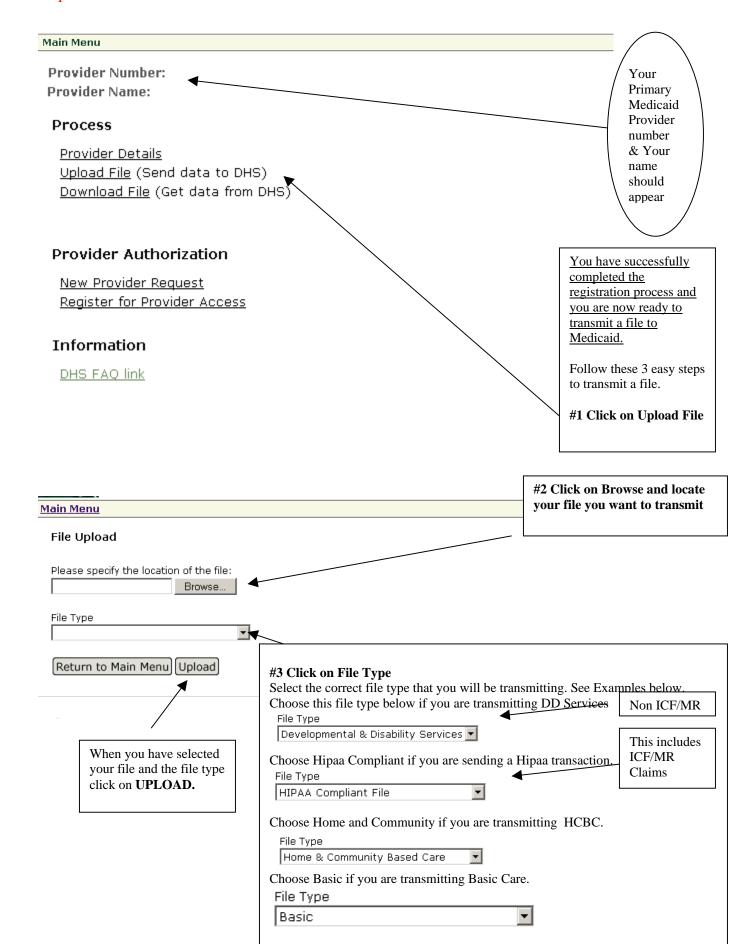
- If you already have received an Authorization Code for your provider, please enter your Provider Number and Authorization Code to complete your registration.
- If you do not have an Authorization Code for the provider and the provider is not already registered for this online service, enter the Providers Identification Number assigned by the State of North Dakota and select "Request
  an Authorization Code".

Note: If the provider is already registered to this on-line service, you must obtain the Authorization Code from a registered individual of that provider.

 Enter your Primary Provider number. (Same provider number you used in step

Enter the Authorization code as it appears in the letter.

Continue



Choose MDS if you are transmitting MDS.

File Type



### <u>Main Menu</u>

# File Upload Confirmation

Your file was successfully uploaded!

File Information

Name: ddd.prn.txt

Size: 25 bytes

# Return to Main Menu

Click on Return to Main Menu to exit the program or to transmit additional files to Medicaid.

Please do not call the Dept of Human Services to see if your claims have been transmitted. If you have followed all of the steps above correctly your claims have been received by DHS and will be processed they next billing cycle.

Congratulations you have successfully transmitted a file to Medicaid.